# [Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

## Vendor Contract Renewal Tracker

Review this tracker every week. The date that matters is the decision-by date, which is the contract end date minus the notice period: after that date, the renewal may no longer be a decision you can still change. Act on any row whose decision-by date is approaching before that date passes.

**1. Contract renewal register** One row per contract. Keep this register as the single record; do not keep a second copy elsewhere, or the two copies will disagree.

| Contract reference | Supplier legal name | Service or goods covered | Contract owner | Contract start date | Contract end date | Notice period | Decision-by date | Auto-renewal applies | Current annual value | Renewal decision | Status |
|---|---|---|---|---|---|---|---|---|---|---|---|
| [Contract reference one] | [Legal name of supplier one] | [Service or goods covered by contract one] | [Name of owner of contract one] | [Start date of contract one] | [End date of contract one] | [Notice period for contract one] | [Decision-by date for contract one] | [Whether auto-renewal applies to contract one] | [Current annual value of contract one] | [Renewal decision for contract one] | [Status of contract one] |
| [Contract reference two] | [Legal name of supplier two] | [Service or goods covered by contract two] | [Name of owner of contract two] | [Start date of contract two] | [End date of contract two] | [Notice period for contract two] | [Decision-by date for contract two] | [Whether auto-renewal applies to contract two] | [Current annual value of contract two] | [Renewal decision for contract two] | [Status of contract two] |
| [Contract reference three] | [Legal name of supplier three] | [Service or goods covered by contract three] | [Name of owner of contract three] | [Start date of contract three] | [End date of contract three] | [Notice period for contract three] | [Decision-by date for contract three] | [Whether auto-renewal applies to contract three] | [Current annual value of contract three] | [Renewal decision for contract three] | [Status of contract three] |
| [Contract reference four] | [Legal name of supplier four] | [Service or goods covered by contract four] | [Name of owner of contract four] | [Start date of contract four] | [End date of contract four] | [Notice period for contract four] | [Decision-by date for contract four] | [Whether auto-renewal applies to contract four] | [Current annual value of contract four] | [Renewal decision for contract four] | [Status of contract four] |

**2. Renewal action log** Record every decision step separately from the register above, so the history of each renewal can be followed even after the register row is updated.

| Date | Contract reference | Action taken | Taken by | Outcome and next step |
|---|---|---|---|---|
| [Date of renewal action one] | [Contract reference for renewal action one] | [Description of renewal action one] | [Name of person who took renewal action one] | [Outcome and next step from renewal action one] |
| [Date of renewal action two] | [Contract reference for renewal action two] | [Description of renewal action two] | [Name of person who took renewal action two] | [Outcome and next step from renewal action two] |
| [Date of renewal action three] | [Contract reference for renewal action three] | [Description of renewal action three] | [Name of person who took renewal action three] | [Outcome and next step from renewal action three] |

**3. Summary**

**Number of contracts in this tracker:** _____ **Number of contracts with a decision due within the next review period:** _____

**Number of contracts on auto-renewal:** _____ **Total current annual value of contracts in this tracker:** _____

**Total value of contracts requiring a decision in the next review period:** _____ **Date of last weekly review of this tracker:** _____

**Date of next weekly review of this tracker:** _____ **Name of person responsible for the weekly review:** _____

**4. Renewal decisions** For each contract approaching its decision-by date, record one of the following decisions, with the reason and the approver:

Renew on current terms: [Reason for renewing on current terms, with the contract reference it applies to] Renegotiate terms: [Terms to be renegotiated, with the contract reference they apply to]

Replace supplier: [Reason for replacing the supplier, with the contract reference it applies to] Let the contract lapse: [Reason for letting the contract lapse, with the contract reference it applies to]

Approver for renewal decisions in this tracker: [Name of approver for renewal decisions]. No renewal decision is final until that approver has recorded it in the action log above.